Chapter 1. Getting started

The Nevada Medicaid and Nevada Check Up Health Care Online Provider Enrollment Portal allows providers, or their delegates, to enter all pertinent provider enrollment information using an online application. The online application captures key provider data such as contact information, provider type, specialties, and provider demographics such as names and locations.

The Online Provider Enrollment application allows you to navigate through each page of enrollment, from the contact information in the first page, to the final print preview and tracking number on the last page.

System requirements

To access the Nevada Medicaid and Nevada Check Up Health Care Online Provider Enrollment Portal, you must have internet access and a computer with a web browser (Internet Explorer 7.0 or higher or Firefox 3.0 or higher is recommended).

1.1. Accessing the Nevada Medicaid and Nevada Check Up Health Care Online Provider Enrollment Portal

To access:

1. On the Nevada Medicaid and Nevada Check Up Health Care content website home page, www.medicaid.nv.gov, click the "Provider" tab, and select "Provider Enrollment."
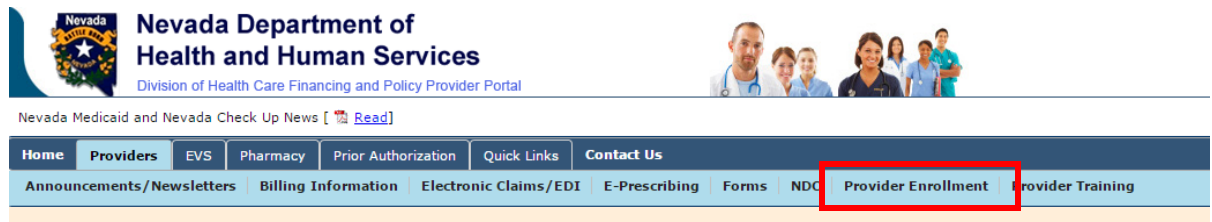
2. The Provider Enrollment page is displayed.

3. Click the "Online Provider Enrollment" link.

4. The Online Provider Enrollment Portal Home page opens as shown below.

5. Click **"Provider Enrollment Application"** to initiate a new provider enrollment application.

Provider Enrollment: Welcome page is displayed.

6. Click **"Resume Enrollment"** to resume an existing enrollment application that has not been submitted.

Provider Enrollment

Provider Enrollment Application
Initiate a new provider enrollment application.

Resume Enrollment
Resume an existing enrollment application that has not been submitted.

Enrollment Status
Check the current status of an enrollment application.

Provider Enrollment: Resume Enrollment page is displayed.

Nevada Department of Health and Human Services
Division of Health Care Financing and Policy Provider Portal

Provider Enrollment > Resume Enrollment

Provider Enrollment: Resume Enrollment

Enter your assigned Tracking Number, Tax ID Number, and Password in order to resume your existing request. For questions, contact the Provider Enrollment Unit at (877) 638-3472 from 8a.m. to 5p.m. Monday through Friday.

If forgotten, the password cannot be reset and your request is no longer available. You will need to begin a new request.

* Indicates a required field.

*Tracking Number

*Employer Identification Number (EIN) or Social Security Number (SSN)

*Password

Submit   Cancel

Enter your assigned Tracking Number, Federal Tax Identification Number (TIN or EIN) or Social Security Number (SSN), and Password in order to resume your existing request.
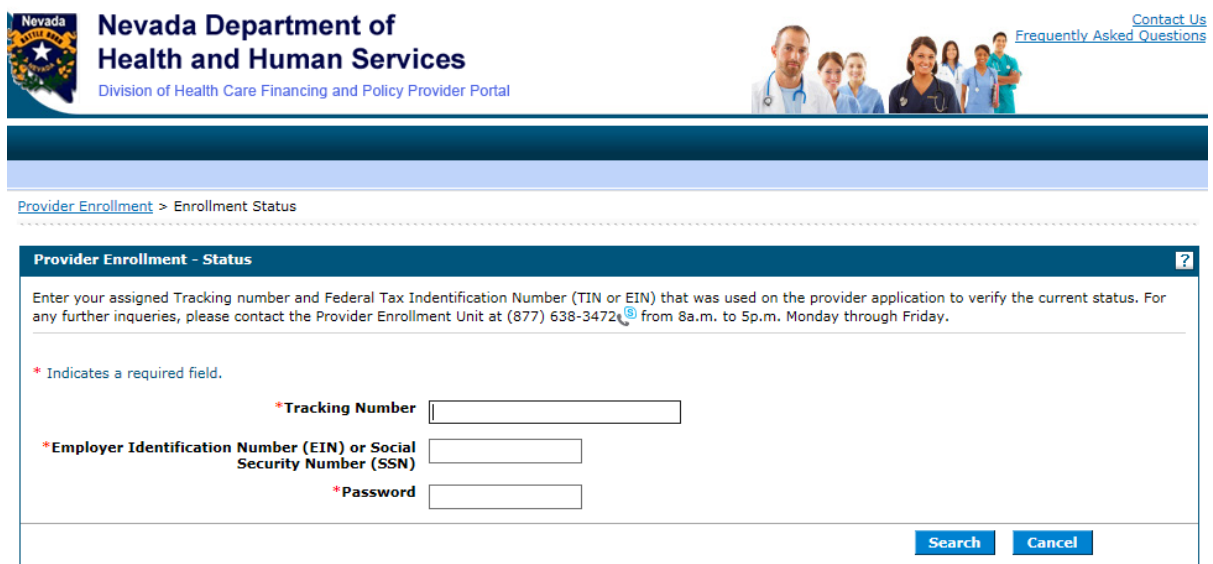
Note: If both a FEIN and SSN were entered on your application, use the FEIN to locate your application.

7. Click **"Enrollment Status"** to check on the status of an application.

Provider Enrollment

Provider Enrollment Application
Initiate a new provider enrollment application.

Resume Enrollment
Resume an existing enrollment application that has not been submitted.

Enrollment Status
Check the current status of an enrollment application.

Provider Enrollment: Status page is displayed.

Nevada Department of Health and Human Services
Division of Health Care Financing and Policy Provider Portal

Provider Enrollment > Enrollment Status

Provider Enrollment - Status   ?

Enter your assigned Tracking number and Federal Tax Indentification Number (TIN or EIN) that was used on the provider application to verify the current status. For any further inqueries, please contact the Provider Enrollment Unit at (877) 638-3472 from 8a.m. to 5p.m. Monday through Friday.

* Indicates a required field.

*Tracking Number [   ]

*Employer Identification Number (EIN) or Social Security Number (SSN) [   ]

*Password [   ]

Search   Cancel

Enter your assigned Tracking Number and Federal Tax Identification Number (TIN or EIN) or SSN that was used on the provider application to verify the current status.

Note: If both a FEIN and SSN were entered on your application, use the FEIN to locate your application.

1.2. Navigation

A table of contents appears at all times during the enrollment process to show your current location in the enrollment process.

As you navigate through each page of the enrollment application, all previous pages in the application are displayed in the table of contents as a link. You can navigate back to that link to apply changes, if needed. You cannot navigate forward within the table of contents, beyond the current page in which you are working. You can navigate back to a previous page, apply updates, and then return to the current page by using the table of contents.

You can enter a partial application and resume the enrollment process at a later time by clicking the **"Finish Later"** button on any page once you have entered the required information on the Request Information page.

You can cancel the provider enrollment process at any time by clicking the **"Cancel"** button; however, data that has been entered will be lost and you will be navigated out of the provider enrollment application.

1.3.   Welcome

1. Gather the required information listed on the Welcome page.

2. Click "Continue" or press the "Enter" key to begin the enrollment application. The Request Information page appears.

1.4.   Finish Later

You can enter a partial application and resume the enrollment process at a later time by clicking the "**Finish Later"** button on any page once you have entered the required information on the Request Information page.

1. Click "Finish Later" and the Suspend Incomplete Application pop up message is displayed.
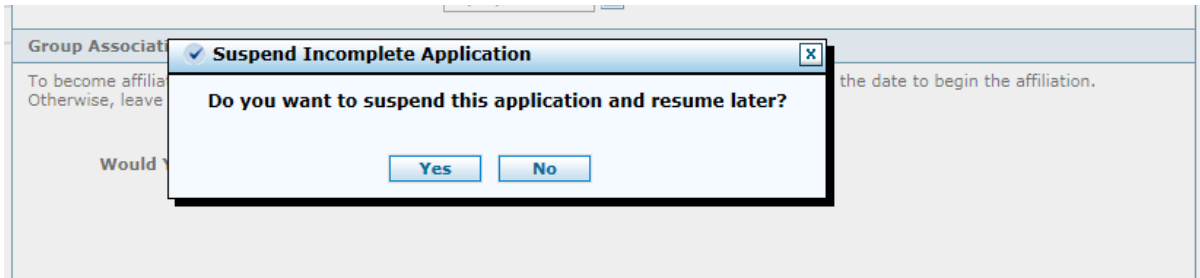
2. Provider Enrollment Credentials page is displayed.
   You will need to create a password to continue your application at a later date. Make sure that you **remember your password**; if your password is forgotten it **cannot be reset** and your application information will be lost. You will need to begin a new application.

3. Click "Submit."

4. The Tracking Information page is displayed with your tracking number.

Provider Enrollment: Tracking Information

Your enrollment application has been submitted.

Your enrollment application has been assigned the following **tracking number: 30.**

This tracking number must be kept for future reference. Your assigned tracking number, unique password, and tax identification number are all required for future access to your enrollment application. If any of these elements are lost or forgotten, you will be unable to access your enrollment application.

A confirmation email has also been sent to the following contact person's email, designated in the enrollment application:michelle.munguia@hp.com.

Exit

5. A confirmation email is also sent to the contact person's email that was designated on the Request Information page.

1.5. Contact Us

The Online Provider Enrollment home page has a link to the Contact Us page.

When you click on the link it will take you to the Contact Us page that contains the Provider Enrollment Mailing address, Phone Number and Fax Number.

1.6. FAQs

The Online Provider Enrollment home page has a link to Frequently Asked Questions regarding the online provider enrollment application. You can click this link to see a list of frequently asked questions and answers.
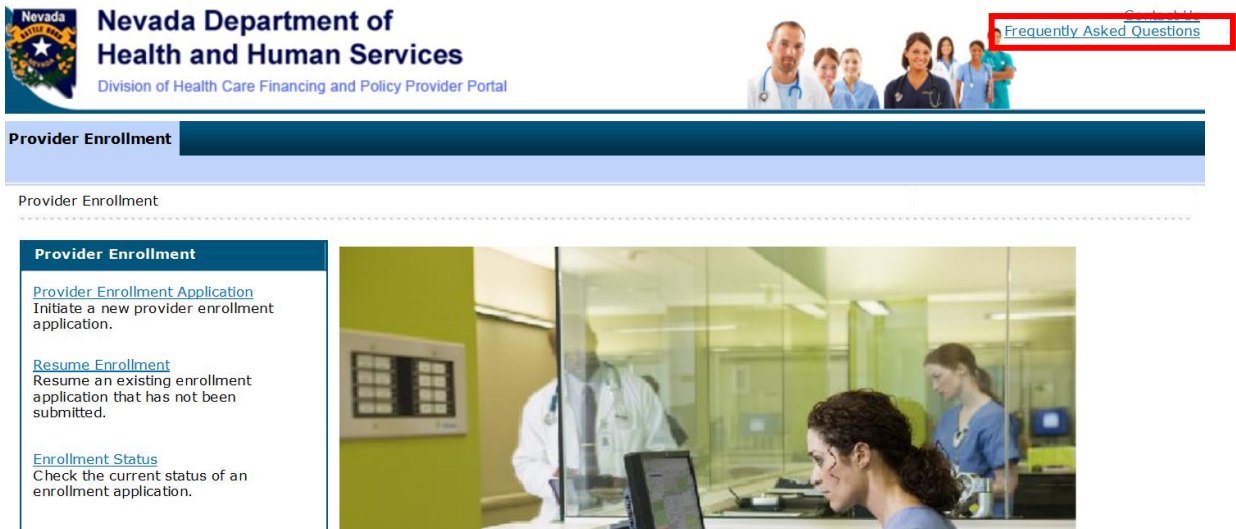
1.7. Other links

The Other links section contains links to:
- Division of Health Care Financing and Policy
- Provider Enrollment Information Booklet
- Enrollment Checklists